

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: October 26, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James VanderRoest, and Valerie Wright

Absent: None.

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of September 28, 2015*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending September 30, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending September 30, 2015.

Discussion: No discussion.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2015.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

- A. *2014 – 2015 Audit*

Recommendation: Director Rohrbaugh recommended board acceptance of the revised Financial Statements and auditor opinion for the year ending June 30, 2015 from Rehmann Robson.

Executive Summary: Due to the requirements of new Governmental Accounting Standard Board Statement Number 68 Accounting and Reporting for Pensions (GASB 68) and the timing of receiving final financial information from the State of Michigan, the final and dated report and audited financial statements for the year ending June 30, 2015 are not yet available.

However, a draft version of the financial statements and report from Rehmann Robson are enclosed. The final version is identical to the enclosed draft except for the dating of materials.

The Finance and Budget committee reviewed the audit and the auditor's opinion and recommends acceptance.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE REVISED FINANCIAL STATEMENTS AND AUDITOR OPINION FOR THE YEAR ENDING JUNE 30, 2015 FROM REHMANN ROBSON.

Discussion: D. Schiller drew attention to a handful of items from the Financial Statements and auditor opinion beginning with the CPA's statements regarding whether KPL's financial statements fairly represent the financial condition of the organization. She noted that the opinion did reflect such a relationship.

L. Godfrey pointed out that in a handful of places in the document, there are dates missing. D. Schiller stated this was because the library still had not received the final copy of the report from the auditors. L. Godfrey asked if despite this, the nature of the financial information was correct. D. Schiller stated that it was.

President Caple asked whether board acceptance of the audit would be compromised in any way without the correct dates listed. J. VanderRoest stated that in the opinion of the Finance & Budget Committee, it was deemed appropriate to accept the audit in its current form.

D. Schiller indicated there was one particular number to which she wished to draw board attention. The 'Statement of Net Position' includes recognition of GASB 68 which regards the potential liability for both of KPL's retirement systems. She described the Municipal Employees' Retirement System (MERS) as one of actual liability, as opposed to the Michigan Public School Employees Retirement System (MPSERS) which constitutes a cost-sharing liability.

Moving on to the Fund Level Financial Statement, D. Schiller stated the net change in fund balances was \$774,000 which is the result of revenues being higher than expenditures. She encouraged trustees to follow along with her to examine the results of the annual budget for a further explanation of the fund balance variance.

She first drew attention to a budget variance of an extra \$98,000. Combined with expenditures totaling approximately \$555,000 less than expected, the net variance comes to about \$654,000, which is roughly 6% of the annual budget. In August, \$100,000 was used to pay down the MERS liability. A close estimate budget revision for the current fiscal year will likely be coming to the board in January.

She stated that she felt the audit went very well. J. VanderRoest agreed and informed the board that the auditors were very complimentary of Diane and the Business Office staff. When compared to other audits Rehmann Robson has undertaken recently, KPL's was very straight-forward.

MOTION CARRIED 7-0.

B. Hub Card

Recommendation: Director Rohrbaugh recommended board approval of a one-month Hub card available for \$10 per month to non-residents.

Executive Summary: The six-month trial period for offering a Hub card for \$10 per month ended on September 30. During the six months, we sold seventeen cards to appreciative non-residents who used The Hub for a variety of projects. This is a level of use we can easily sustain with the staff and equipment available.

Of the seventeen cards, seven were sold to Portage residents. Before our trial period, the Portage District Library asked about purchasing Hub cards they could then check out to their patrons. Given this few number of cards and the modest price, they have decided not to get involved.

MOTION: J. VANDERROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE THE ONE-MONTH HUB CARD AVAILABLE FOR \$10 PER MONTH TO NON-RESIDENTS.

Discussion: L. Godfrey asked if the card could be renewable each month. Director Rohrbaugh indicated it could be. L. Godfrey asked if this would be easy to do away with if it was ever determined that it had run its course. Director Rohrbaugh said she believed that to be the case. President Caple inquired whether the ongoing oversight of this type of card would be minimal. Director Rohrbaugh stated that was so.

MOTION CARRIED 7-0.

C. Credit Card Terminals

Recommendation: Director Rohrbaugh recommended board approval to purchase eight "chip and pin" credit card smart terminals for our eight self-check units for \$14,000 and to amend the budget accordingly.

Executive Summary: Support for our current credit card readers will end on June 30, 2016, as the industry converts to a chip and pin credit card system. The promotional pricing from 3M for a unit is \$1,699 through December 31, increasing to \$2,099 on January 1, 2016. The promotional total for our eight units would be \$13,592.

This proposal has been reviewed and is recommended by the Finance and Budget Committee.

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE PURCHASE OF EIGHT "CHIP AND PIN" CREDIT CARD SMART TERMINALS FOR EIGHT SELF-CHECK UNITS FOR \$14,000 AND AMMEND THE BUDGET ACCORDINGLY.

Discussion: Director Rohrbaugh stated the chip and pin credit card terminals were necessary to keep up with technological trends. The systems currently in place will only be viable through the end of June 2016. It seems to make good sense to purchase these terminals now while they are on sale.

L. Godfrey stated that since she has begun to receive new chip and pin cards, she has had difficulties using them and asked whether the terminals we are likely to receive will be improved upon in the near future. President Caple indicated he did not believe that to be the case. He stated the proposed technology is in place elsewhere in the world and has been for some time. J. VanderRoest stated the technology has led to much safer transactions.

L. Godfrey asked whether the terminals were high enough quality to last for the foreseeable future. R. Brown said he assumed they would be, since they were being purchased through 3M and presumably came with some form of manufacturer's warranty. Director Rohrbaugh and G. Green confirmed they do come with a warranty and 3M provides onsite tech support as well.

MOTION CARRIED 7-0.

REPORTS:

D. First Quarter Strategic Planning Statistics

Report: Director Rohrbaugh began by drawing board attention to a number of specific goals.

Goal 1.4, which pertains to digital services for pre-kindergarten children, still has no associated data, but the Children's room plans to begin loaning iPads for use at KPL shortly.

Goal 3.5 concerns digital services for older children and is showing strong numbers due to a popular series of summer programs known as 'Code Camp'.

Lastly, goals 7.1 & 7.2 regarding digitized local history collections and attendance at locally-focused programs and outreach events respectively, are well ahead of schedule as per usual.

Discussion: No discussion.

Disposition: Trustees thanked Director Rohrbaugh for her report.

E. Hub Update – Kevin King

Report: K. King began his report by reminding trustees that The Hub has been in service for approximately a year and a half at this time. During this time, IT staff have noticed steady and consistent use from patrons. When looking at use in terms of production stations versus digitization stations, it is clear that digitization is the more popular activity. He added that even though use is heavily weighted towards digitization, we have not yet reached the point at which patrons have to wait in a queue for access to a station.

K. King continued by sharing some Hub Card statistics. So far, 41% have been sold to Portage residents, Comstock and Paw Paw residents account for the next largest shares, and a variety of outlying areas round out the remaining cards sold. Feedback has been positive, and residents of other library systems have thanked IT staff for the opportunity to take advantage of The Hub.

He stated that Hub staff have heard very encouraging stories from patrons regarding their learning processes. Additionally, Hub staff have found the process to be professionally beneficial, as a number have gone on to attend library school. He also added that many staff projects have been undertaken in The Hub and the response has been very positive.

K. King explained that equipment has gradually been added to The Hub, including scanners, a 3D printer, a light table for viewing slides and photographs prior to digitization, and additional digitization computers.

In the future, K. King would like to use The Hub as a repository for photos, videos, and other media relevant to the history of Kalamazoo. It would create an environment in which patrons could digitize their own photos and then opt to share them with us to add to our existing digital local history collection.

Furthermore, K. King is hoping to partner with outside instructors to provide dedicated times for teens and children to come and learn a specific skill, such as digital video production/editing or working with audio.

Discussion: L. Godfrey asked whether a spike in production is noticed due to events such as the Teen Filmmaker Festival. K. King stated that had not occurred noticeably just yet, but the connection with youth audiences has not been as aggressively pursued as he would like.

V. Wright asked how patrons in neighboring communities are hearing about The Hub. K. King stated he believes it's largely word of mouth, and they are likely being informed by their home libraries.

L. Godfrey asked what the curriculum for Code Camp looks like. K. King explained that it deals with basic coding techniques and software. The lessons are set up to build upon each other and gradually become more and more advanced.

Disposition: Trustees thanked K. King for his report.

F. Antiracism Transformation Team (ARTT) – Judi Rambow & Bill Caskey

Report: Director Rohrbaugh introduced Judi Rambow and Bill Caskey from the Antiracism Transformation Team.

B. Caskey began by explaining that part of his initial interest in public libraries was due to their status as a place that is open to all. By virtue of being a public space, they are part of the culture in which they exist and are subject to the same sociological forces that affect all public institutions.

He explained one of the best ways to start antiracism work is by institutionalizing and normalizing it. One way the Kalamazoo Public Library has chosen to do this is by building it into

the public services action plan, which guides service-based processes from year to year. Another way this is accomplished is by seeking partnerships with organizations which represent our community.

The *We Need Diverse Books* campaign has also been important in this process. The campaign was launched in April of 2014 with the intent of addressing the lack of diverse narratives within children's literature. For the last 30 years or so, the Cooperative Children's Book Council has been analyzing the number of books written by or about people of color, and have found they only represent about 10% of the books written for children. KPL has been a proud supporter of the *We Need Diverse Books* initiative since the summer of 2014.

J. Rambow then explained the racial equity impact assessment, which will be discussed in January at a Management Team retreat which will be facilitated by the Crossroads Antiracism Organization Committee and aims to address patterns of racial disparities in products, programs, and services at an institutional level. It will focus on three core areas: collection development, programming, and staffing practices. This assessment will hopefully become an annual undertaking which will track institutional progress.

Discussion: C. Tenbrink asked for additional details about the Crossroads organization. J. Rambow explained that it is a company that facilitates workshops of this sort. V. Wright said she was very pleased to see that the Antiracism Team was doing a great job of keeping these goals front & center. K. Randolph encouraged anyone in attendance who has not yet been to the one-day healing racism seminar at the YWCA to look into doing so.

Disposition: Trustees thanked B. Caskey and J. Rambow for their report.

G. Legislative Update – Diane Schiller

Report: D. Schiller began by explaining the MLA has had a number of thrusts supporting dedicated library millages and tax-captures. These efforts have been aimed at providing library administration and boards more authority over what happens to the tax-captures and dedicated millages. Legislation supporting this would also allow libraries to maintain existing relationships with Downtown Development Authorities and similar organizations.

She continued by stating there has also been some discussion regarding the division of penal fines stemming from motorcycle citations.

Additionally, she reported there are two different sets of legislation being drafted and considered regarding the carrying of firearms in public places. Both of these would discontinue open carry but allow concealed carry in 'no carry' zones, such as schools, but not libraries. Other proposed legislation would allow schools, daycare centers, and entertainment facilities to decide their own policies.

Lastly, Governor Snyder has proposed to pay off Detroit Public Schools \$750 million debt. Part of that debt is a large pension liability for school teachers within that district, which happens to be with MPSERS. This could affect KPL one way or the other via the shared MPSERS liability; Detroit Public Schools owns the lion's share of that liability.

Discussion: L. Godfrey asked whether there was any indication that the MLA-supported tax-capture legislation would become a reality. Directory Rohrbaugh indicated that it sounded like it could go either way. She said that it does appear to be the best effort to date, but it could take a number of years.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – Met to discuss the annual audit which was very productive.

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – No meeting.

D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Board Nominating Committee*

Report: President Caple announced that in December it will once again be time to elect Board Officers and proposed the creation of an ad-hoc Board Nominating Committee which would report back at the December Board of Trustees meeting. He named Lisa Godfrey as chair of the committee, supported by C. TenBrink and Kerria Randolph.

Discussion: No discussion.

B. *Director's Report*

Report: Director Rohrbaugh began with a few items that occurred recently enough to have not made their way into the prepared board packet. She noted that the *It's My Library* campaign got underway today (10/26) and mentioned that the annual call for 'Best of' lists has gone out. Trustees are encouraged to submit their list of books, music, and movies for use on the website. Lastly, she stated she received a call from the Flint office of the Michigan Department of Civil Rights asking for additional details regarding a pending complaint filed against KPL by Melindia Jackson. She was also made aware that Ms. Jackson has filed a nearly identical complain against Otsego District Library.

She then called Trustees' attention to a number of fall author visits, specifically Katherine Applegate's recent visit which was very strongly attended. She then shared news that one of our YouTube videos, 'Drawing Manga with Mark Crilley' has garnered nearly 10,000 views and continues to rise.

She also reported that Ruth Wilson accepted a recent invitation to be interviewed by a national CBS online affiliate concerning her recent *Write Your Own* Obituary program. She may be traveling to Grand Rapids shortly to record in their studios there.

Director Rohrbaugh then reported the conclusion of three large facilities management projects: the lighting control panels have been retrofit with new relay panels, work is complete on the roof at Eastwood, and the grout between tiles on the exterior at Central has been removed and replaced with epoxy.

Discussion: President Caple congratulated K. King who has been asked to stand for election to the Public Library Association board.

J. VanderRoest asked for additional details regarding Project Connect. Director Rohrbaugh stated that event has been held for three or four years now and tends to be a great venue for answering questions and promoting services.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- L. Godfrey had no comments.
- V. Wright said it was great to hear about the success of The Hub and is excited for future programming opportunities. She also thanked the AntiRacism Transformation Team again for their report and said she was pleased to see the progress of the project, as well as KPL's ongoing commitment to the work.
- C. TenBrink said she recently read Orphan Train and is looking forward to the Reading Together programs associated with it. She also said that she is looking forward to the Great Grownup Spelling Bee and is excited about the kickoff of *It's My Library*.
- K. Randolph stated he is eagerly anticipating the Great Grownup Spelling Bee as well.
- R. Brown said he considers the Great Grownup Spelling Bee to be one of the library's real highlights of the year. He also said he has a friend who uses the library's website frequently and was very excited to recently discover the mobile app.
- J. VanderRoest said he is looking forward to the Great Grownup Spelling Bee and mentioned he has friends who live between library systems to whom he recently made the suggestion of purchasing a non-resident card.
- President Caple said he is looking forward to seeing everyone at the Great Grownup Spelling Bee. He also reminded trustees to remember to speak directly into their microphones in order to maximize the effectiveness of the Hearing Loop.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:24 P.M

X _____
Robert Brown
Secretary